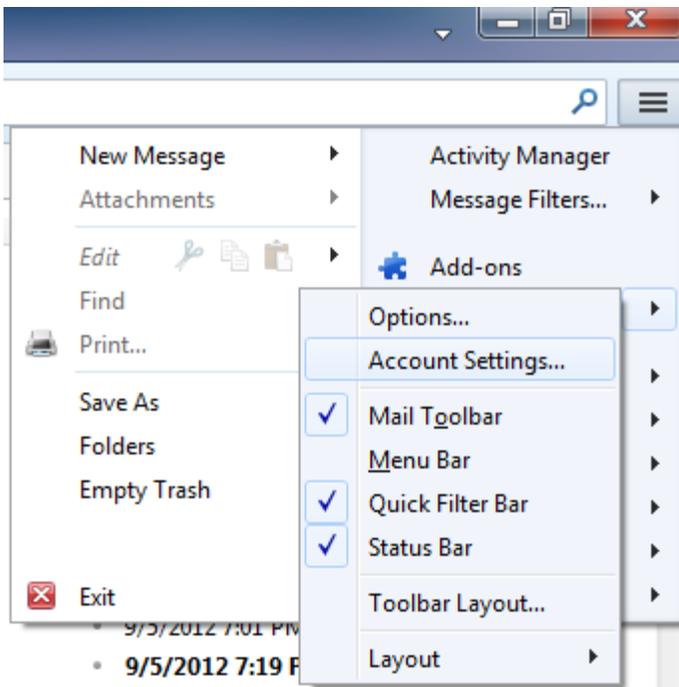


Configuring Thunderbird for Windows for Office 365

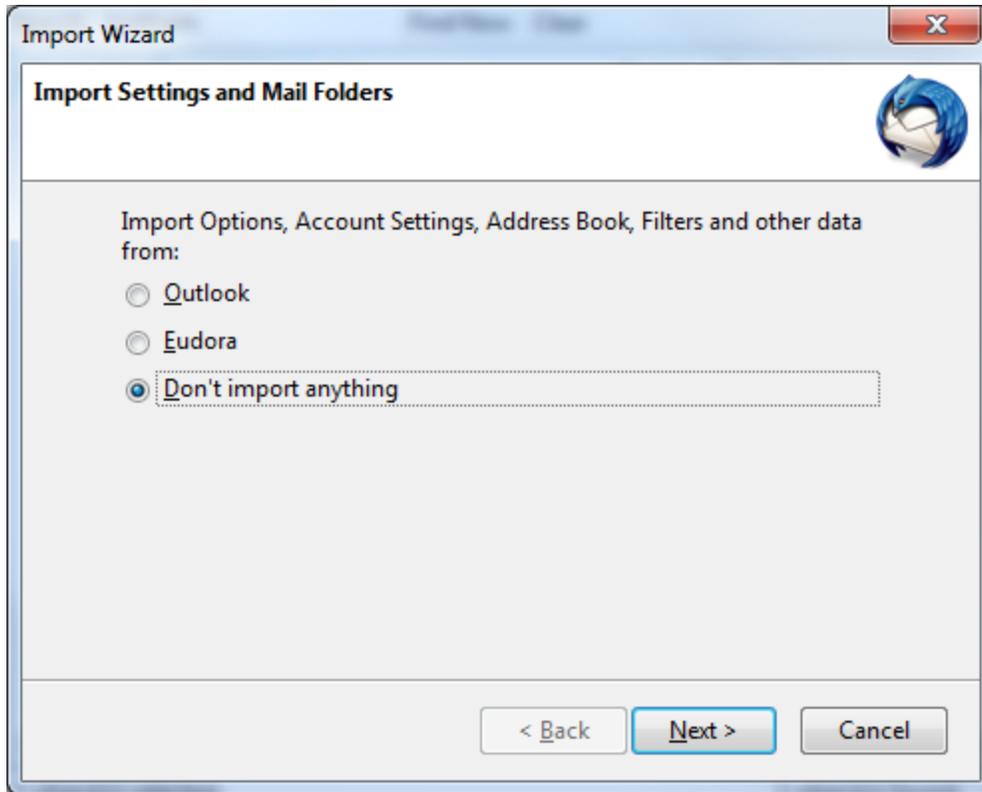
UPDATED 10/17/2015

To verify or change an existing Thunderbird setup, skip to step 10. To set up a new connection, start with step 1.

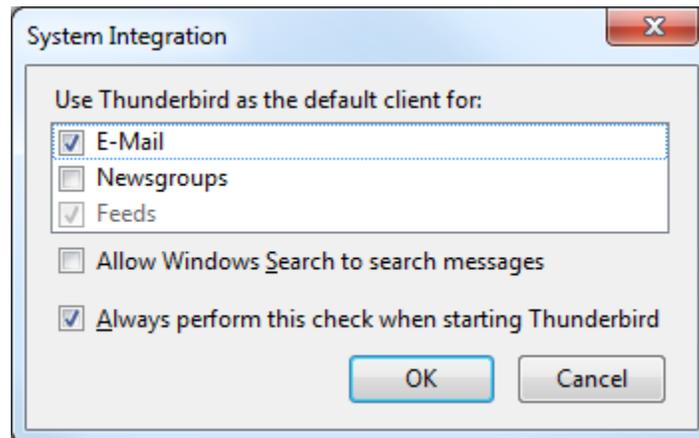
1. If this is your first time configuring thunderbird on this computer continue to step 2. If you have already configured Thunderbird for another email account, open thunderbird then from the Options menu, choose account settings. In the resulting window you will see a drop down menu called "Account Actions". Click this menu and choose "Add Account".



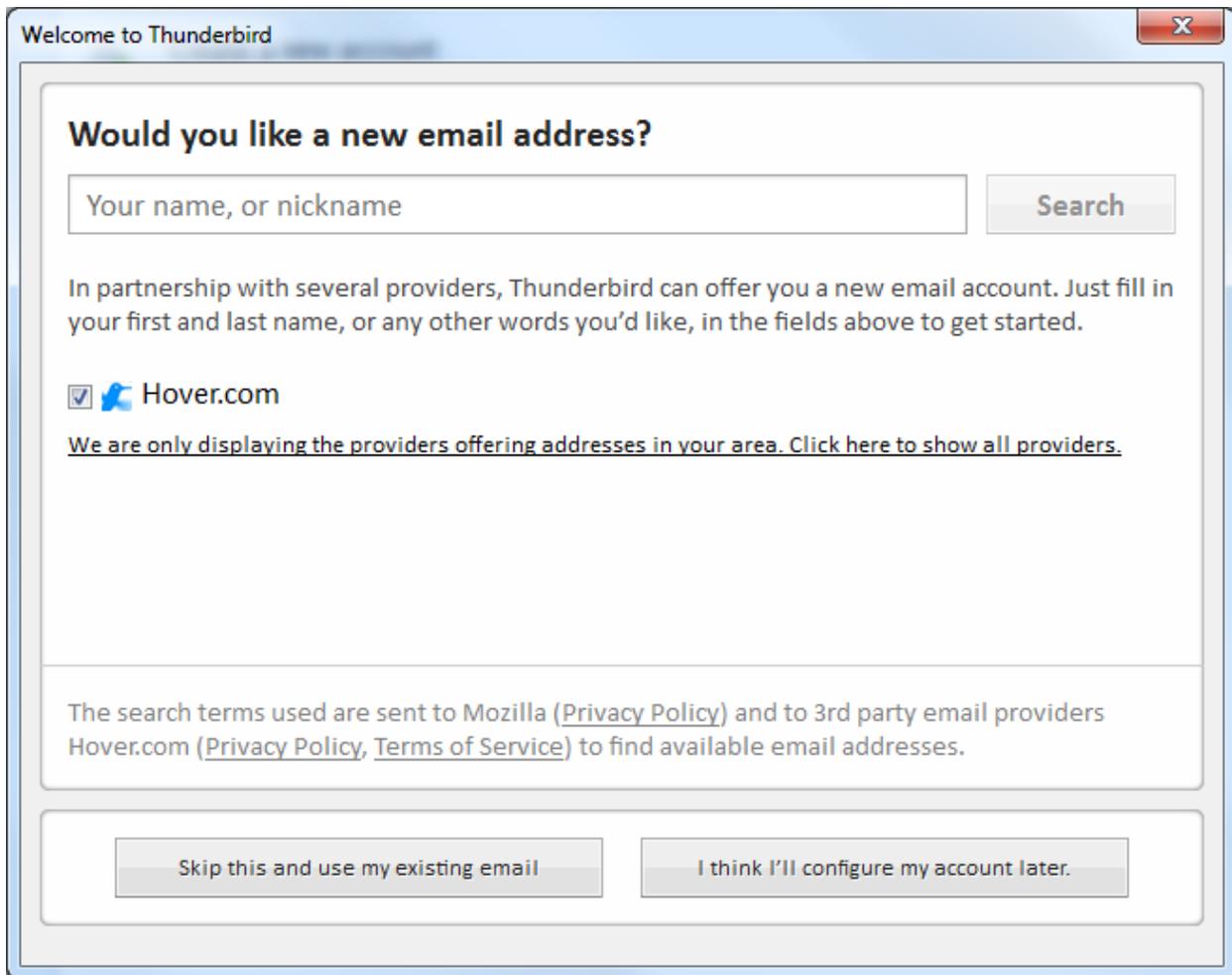
2. Open Thunderbird. You may be asked if you want to import anything from other applications. This document assumes you do not.



3. Choose whether or not you want Thunderbird to be the default application



4. Choose to “Skip this and use me existing email” if presented with an option to obtain a new email address



Welcome to Thunderbird

Would you like a new email address?

Your name, or nickname

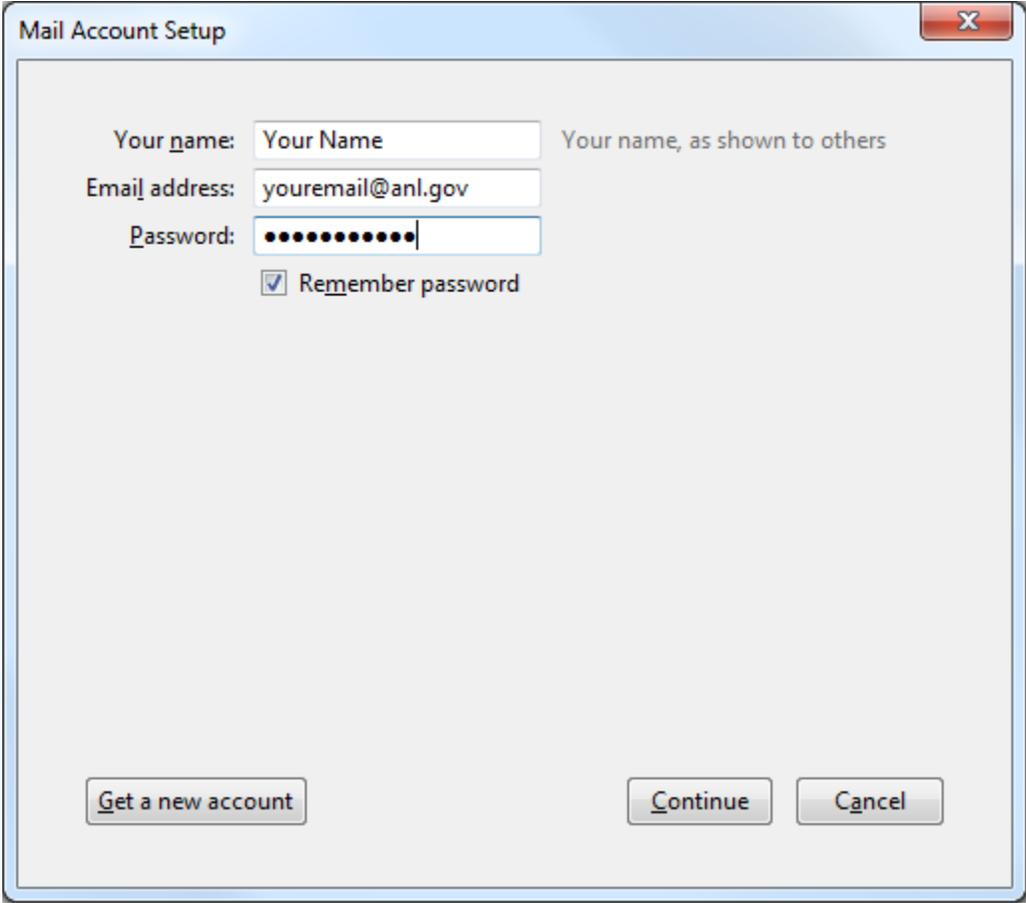
In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

 Hover.com

[We are only displaying the providers offering addresses in your area. Click here to show all providers.](#)

The search terms used are sent to Mozilla ([Privacy Policy](#)) and to 3rd party email providers Hover.com ([Privacy Policy](#), [Terms of Service](#)) to find available email addresses.

5. Enter your User information and click "Continue".



The image shows a "Mail Account Setup" dialog box with a light blue title bar and a red close button in the top right corner. The dialog contains the following fields and controls:

- Your name:** A text input field containing "Your Name" with a placeholder "Your name, as shown to others" to its right.
- Email address:** A text input field containing "youremail@anl.gov".
- Password:** A text input field containing ten black dots, with a cursor at the end.
- Remember password:** A checked checkbox followed by the text "Remember password".
- Buttons:** Three buttons are located at the bottom: "Get a new account" on the left, "Continue" in the center, and "Cancel" on the right.

6. Thunderbird will not be able to discover the default server information. If you are not presented with the screen below, click “Manual Config”. Enter all settings the settings as shown, then choose “Done”.

Mail Account Setup

Your name: Your name, as shown to others

Email address:

Password:

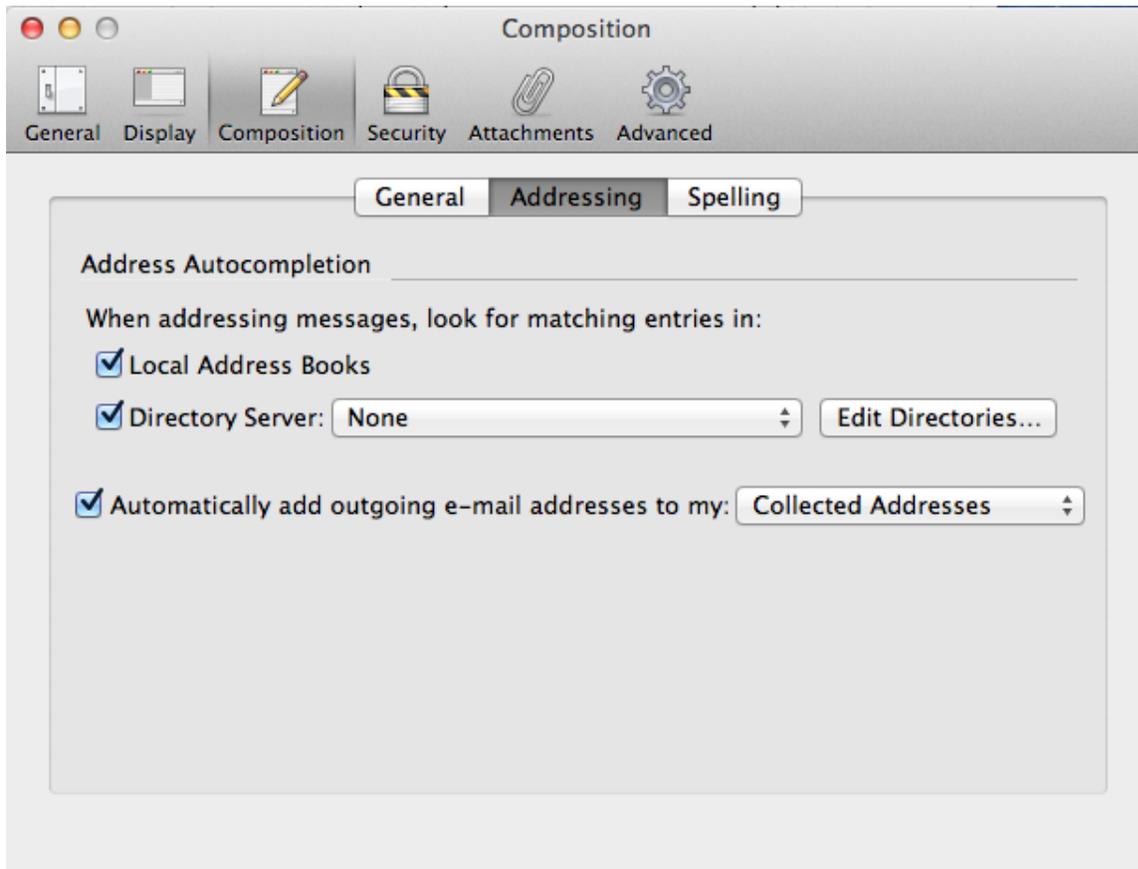
Remember password

⚠ Thunderbird failed to find the settings for your email account.

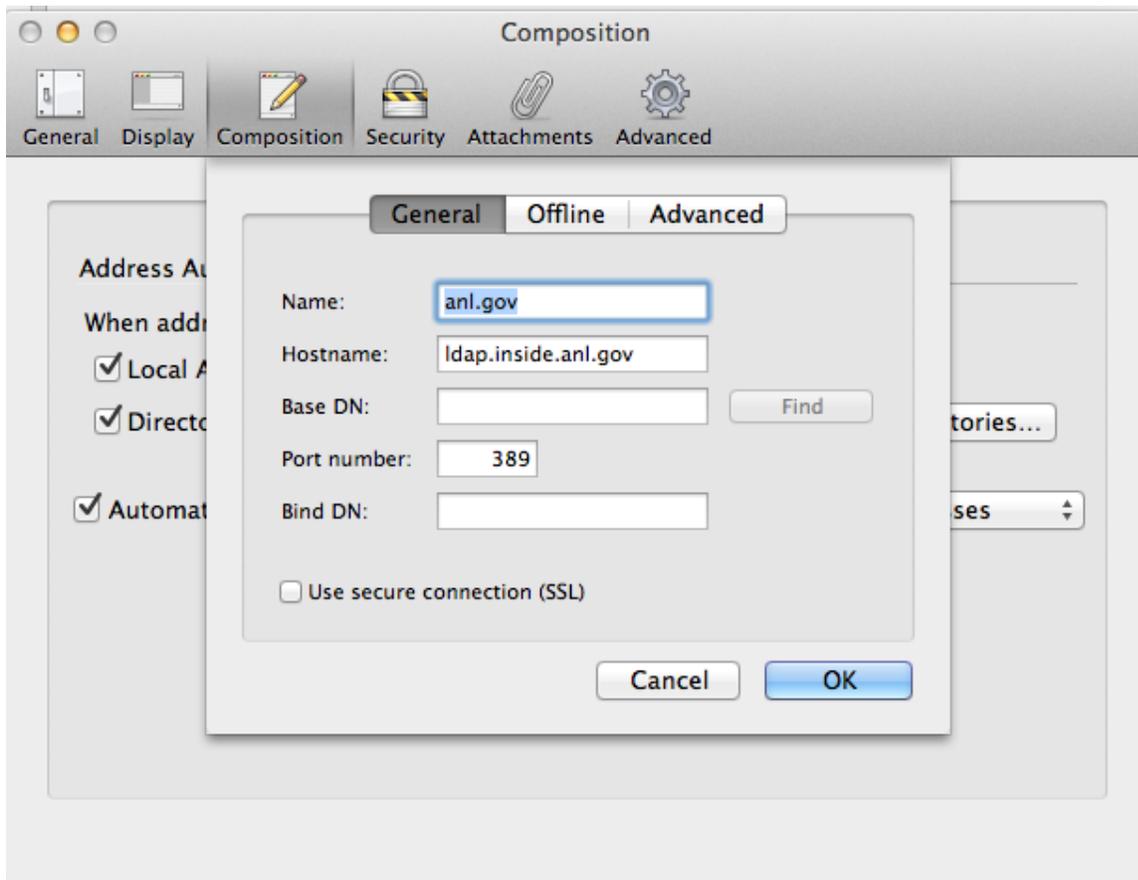
| | Server hostname | Port | SSL | Authentication |
|---|--|----------------------------------|---------------------------------------|--|
| Incoming: <input type="text" value="IMAP"/> | <input type="text" value="outlook.office365.com"/> | <input type="text" value="993"/> | <input type="text" value="SSL/TLS"/> | <input type="text" value="Normal password"/> |
| Outgoing: <input type="text" value="SMTP"/> | <input type="text" value="smtp.office365.com"/> | <input type="text" value="587"/> | <input type="text" value="STARTTLS"/> | <input type="text" value="Normal password"/> |

Username:

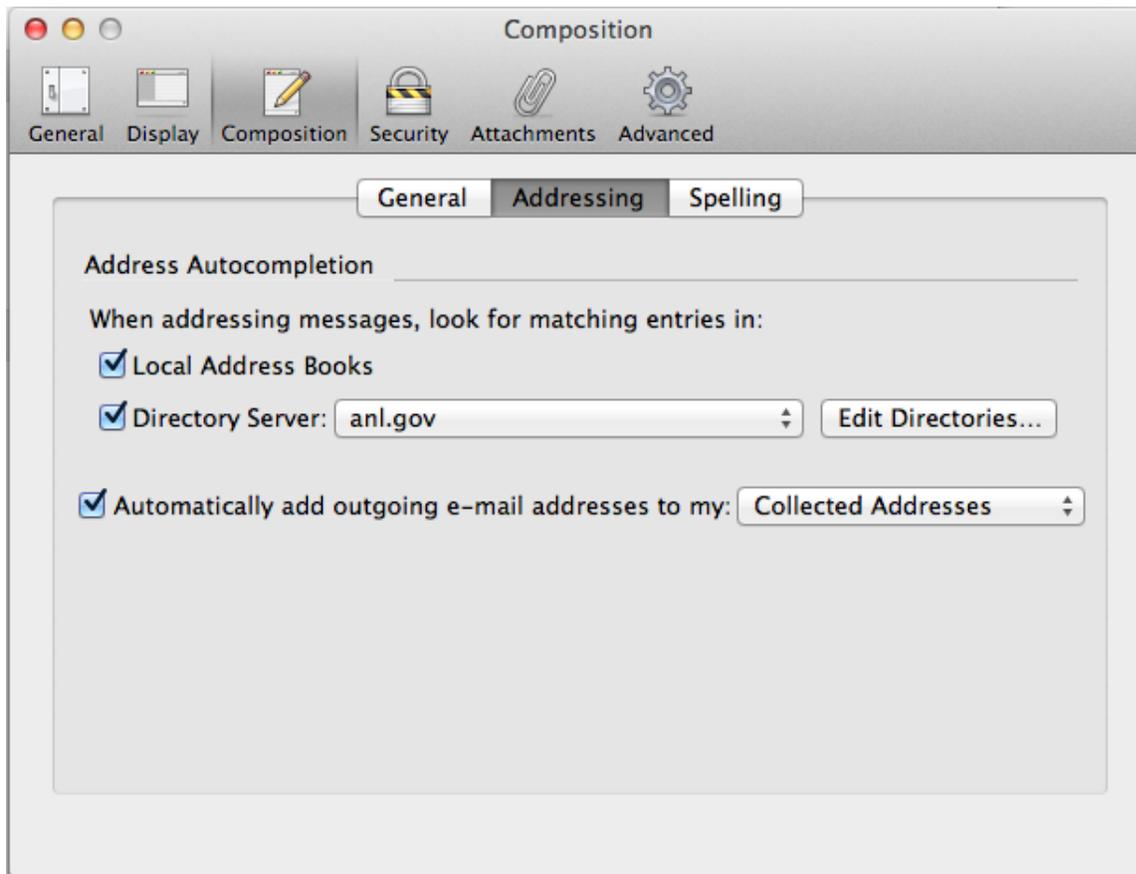
7. To connect to the Laboratory's directory server for address lookups, from the "Thunderbird" menu, choose "Preferences". Then click on the "Composition" icon, choose the "Addressing" Button and click the checkbox next to "Directory Server".



- Click "Edit Directories", then "Add", and configure the ldap server as shown.



9. Click "OK" twice and make sure "anl.gov" is listed in the "Directory Server" field. The directory can then be accessed for search from the Address Book icon



10. From the “Options” menu, choose “Account Settings” and use the following information and screenshots to verify your configuration.

- Under the “Server Settings” header
 - User Name: should be in the format user@anl.gov (this may or may not be the same as your default email address)
 - Server Name should be set to outlook.office365.com
 - Port should be set to 993
 - Connection Security should be set to SSL/TLS
 - Authentication Method should be set to “Normal Password”
- Under the “Outgoing Server (SMTP) header:
 - Server Name should be set to “smtp.office365.com”
 - Port should be set to 587
 - Connection Security should be set to STARTTLS
 - Authentication method should be set to Normal Password
 - User Name: should be in the format user@anl.gov (this may or may not be the same as your default email address)

